

## **Museum Collections Internship**

*Museums - Curatorial Services*

**Compensation:** \$2,000.00

**Application deadline:** November 26, 2023

The Mississippi Department of Archives & History (MDAH) is seeking an organized and motivated individual to serve in the curatorial services section of the Museum division as a *Collections Intern*. This intern will facilitate the cataloging process for the Eudora Welty Collection, particularly its extensive book collection. This internship offers unique opportunities to learn about the standards and best practices of collection management and to gain hands-on experience in collection documentation, handling, and preservation. The intern will be engaged with curatorial-related activities and be introduced to a potential career path in the museum field or other cultural institutions that involve the maintenance and exhibition of collections.

### **Primary Responsibilities:**

- Catalog books from the Welty Collection and enter the records into the collection management system.
- Photograph and create metadata for all books that are cataloged.
- Update and maintain the collection files and catalog records.
- Catalog and create storage housing for other three-dimensional objects from the Welty Collection as time allows.
- Assist with other projects as needed.
- Present a summary of your internship at the end of the semester.

### **Requirements:**

- Strong research capabilities, organizational skills, and attention to detail.
- Excellent oral and written communication skills.
- The ability to work independently with prolonged focus.
- Strong computer skills and proficiency in Microsoft Office; experience with Re:discovery Proficio is a plus.
- Knowledge of collections management principles and standards is preferred.
- Interest in museum work and Mississippi history.
- Currently enrolled in a bachelor's or master's degree program, preferably in museum studies, history, art history, or collections management program.
- Must be able to lift up to 40 lbs, and the use of a ladder may be necessary.

### **Time Commitment:**

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 p.m. The schedule will be determined based on availability and agreements between the Intern and MDAH staff.

### **How to Apply:**

- Please submit an online application through the [MDAH website](#) by November 26, 2023.
- Email a resume, cover letter, and any additional documentation to [mdahinternships@mdah.ms.gov](mailto:mdahinternships@mdah.ms.gov).
  - *Note:* Your application is incomplete until you provide these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).